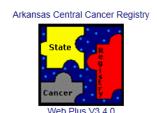




#### Welcome to Web Plus

Application for Secure Cancer Reporting Over the WWW



Pl	lease log in
User ID Password	
	Log in

There is a new address for Web Plus:

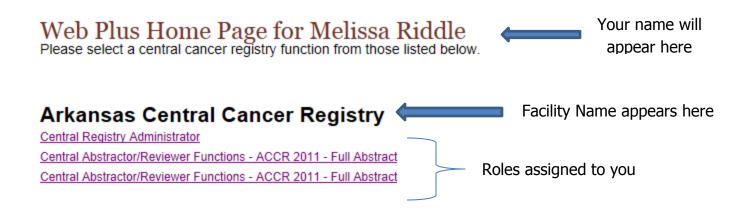
https://adhcancer.arkansas.gov/WebPlus/logonen.aspx

Please begin to use this new address and save it to your 'Favorites'

The log in page (screenshot above) is where you will enter your User ID and password as assigned by the WebPlus ACCR Administrators: (Contact)

Arkansas Central Cancer Registry (501-661-2960)

# Web Plus



After logging into the system this page will appear with your facility name and the roles that have been assigned to you. Your role to abstract cases will be — **Facility Abstractor**. Click on the name, **Facility Abstractor**, to open up the options available to abstract cases.



Home	New Abstract	Find/Open Abstract	Held Abstracts	Reports	Change Password	Help	Logod
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#### Channa and of the chare antions to account

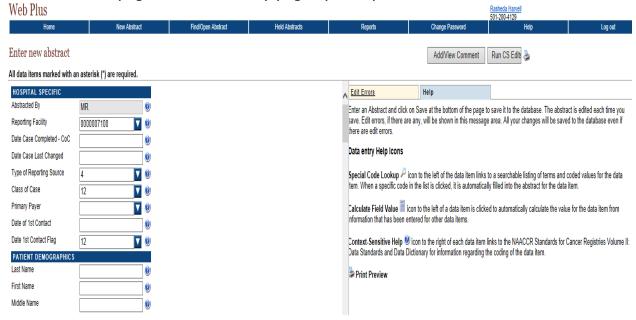
This is the home page that contains the menu options. From this page you can access the main parts of Web Plus. Click on a tab to open that particular page.

Below is a table which describes the menu options on the home page.

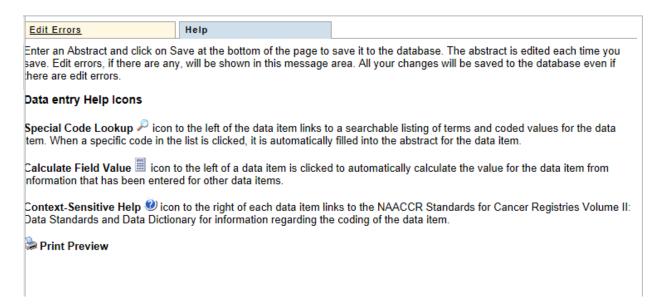
Menu option	Description
Home	Opens the user's home page, which displays a list of links for the facilities and roles that have been assigned to you; to work on abstracts of a particular source, click on the link for the type of abstract
New Abstract	Opens the data entry page for a new abstract
Find/Open Abstract	Opens the page to search for existing abstracts
Release Abstracts	Opens the page that lists all abstracts that are ready for release
Reports	Opens the page that lists the reports available for viewing
Change Password	Opens the change password page
Help	About - Opens a page with the Web Plus, NAACCR, and Collaborative Staging Algorithm Version information
Log out	Logs the user out of Web Plus; opens Web Plus Log in page

## **Data Entry**

To begin a new abstract, enter information for a patient, choose the **New Abstract** tab from the home page. The data entry page opens up.



Notice that the page has two main sections. The box on the left contains the fields where you enter your case information. The box on the right contains two tabs: Help and Edit Errors.

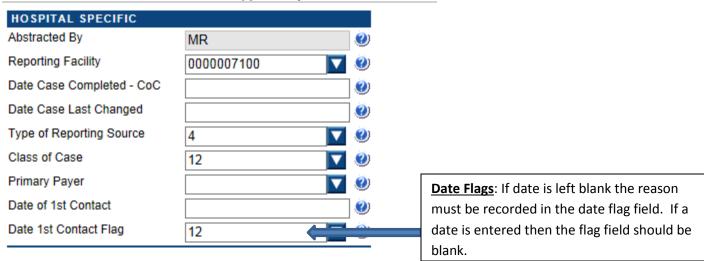


This is the **Help** tab, it provides a legend describing the data entry help icons available to the abstractor and briefly describes the process of saving your abstract.

#### **Entering Information into Fields**

#### Enter new abstract

All data items marked with an asterisk (\*) are required.



The fields you see depend on your facility and set up chosen by the ACCR administrator. The headings, such as Hospital Specific and Demographic, can vary. Your initials and reporting facility number will auto-populate. Do not worry about entering the Date Case Completed/Case Last Changed as these will be auto-populated as well.

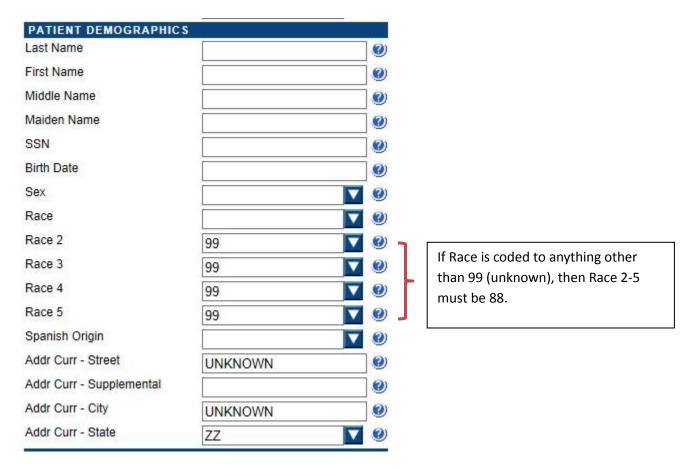
**Reporting source** should be a **1** – for Hospitals (Use the drop-down box for options)

**Class of Case** depends on how the patient was diagnosed and/or treated at your facility. (Use drop down box)

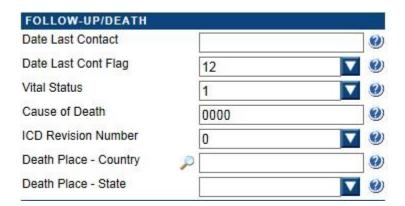
- **00** Diagnosed at facility only and treatment is known but performed elsewhere
- 10 Diagnosed at facility and PART/ALL treatment or decision not to treat at facility
- 13 Diagnosed at facility and PART treatment at the facility
- **14** Diagnosed at facility and ALL treatment at the facility
- 20 Diagnosed elsewhere and PART/ALL treatment at facility
- 21 Diagnosed elsewhere and PART treatment at facility
- 22 Diagnosed elsewhere and ALL treatment at facility

**Primary Payer** is the type of insurance patient has at diagnosis. (Use drop down boxes)

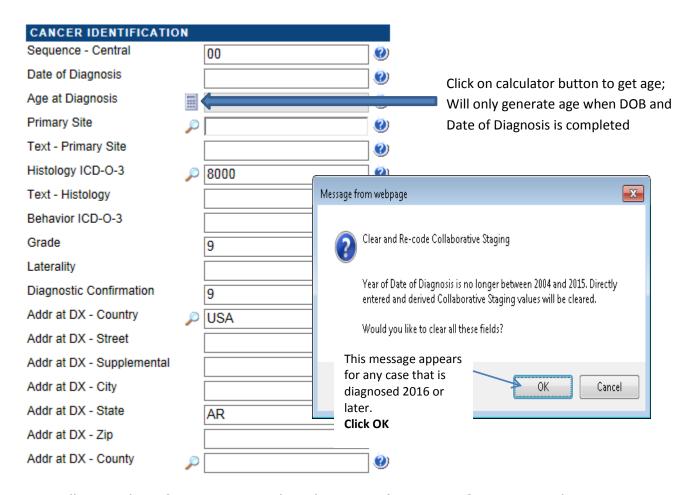
**Date of 1<sup>st</sup> Contact** – The date the patient was first seen at the facility for the cancer diagnosis. Date cannot be before the date patient was diagnosed. <u>EXAMPLE</u>: Patient presents for chest x-ray on 1/1/2015 and found right lung mass. On 1/15/15 right lung biopsy performed reveal adenocarcinoma. Date 1<sup>st</sup> contact: 2015/01/01 (all dates entered YYYY/MO/DD)



Complete the patient's demographic information based off the face sheet in the medical record or other appropriate source document. If unsure enter unknown (9's).



Enter the last date the patient was seen at the reporting facility or known date of expiration.



You will enter the information regarding the patient's cancer information in these areas.

**Sequence Number**: This is the number of cancers the patient has. If only one cancer leave it 00. However, if the patient has a history of another cancer unrelated to the current cancer enter the appropriate number.

<u>EXAMPLE</u>: Patient has a history of breast cancer in 2013. Patient presents now with endometrial cancer (1/1/2015) for a planned hysterectomy. The facility is reporting the 2015 endometrial case, the sequence number is 02.

**Date of Diagnosis**: The date the patient was diagnosed with cancer (YYYY/MO/DD)

**Age at Diagnosis**: Click the calculator icon to auto-populate

**Primary Site**: The site in which the cancer arose or began (Use ICD-O-3 book)

**Histology**: The morphology of the tumor (Use ICD-O-3 book)

**Behavior**: Only collect the in situ (/2) and invasive (/3) for most sites and benign (/0) or borderline (/1) for CNS sites. Please see reportable list for inclusion/exclusion lists.

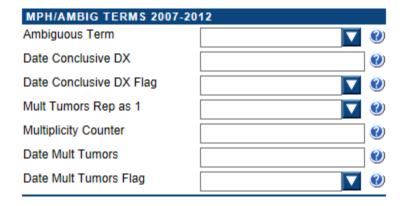
**Grade**: The differentiation of the tumor. For solid tumors use codes 1-4 and 9. For lymphomas/leukemias use codes 5-8 and 9.

**Laterality**: Code the appropriate laterality for a paired site.

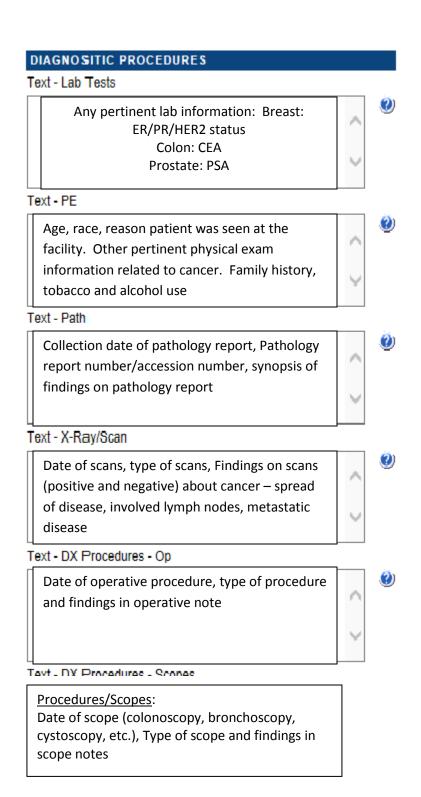
**Diagnostic Confirmation**: How the cancer was diagnosed. Listed below are the most common used.

- **1** Positive histology (pathology report)
- **2** Positive cytology (cytology report)
- **3** Genetic tests + Positive histology (for lymphoma/leukemia only)
- **7** Imaging (only found on scans)
- **8** Clinical diagnosis- Physician statement (not any of the above)
- 9 Unknown

**Address at Diagnosis**: The patient's address at the time of diagnosis



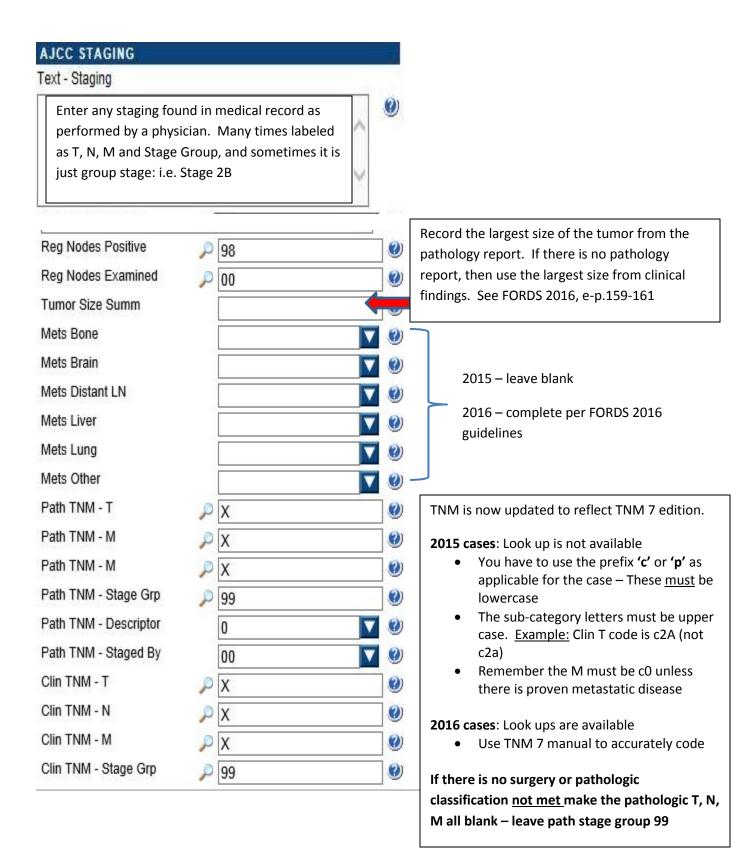
These fields are only to be used if the patient is <u>diagnosed</u> between the years 2007 and 2012. **They can be left blank**.



Text Fields **MUST** be completed

If you don't have the information in your medical record, then enter 'unknown' for that particular field.

These are text areas where you will enter information as found in the medical record.



**Complete SEER Summary Stage** 

**Reg Nodes Positive**: The total number of regional lymph nodes that are <u>positively involved</u> on the pathology report

**Reg Nodes Examined**: The total number of regional lymph nodes that are pathologically reviewed

**Path TNM T** – The pathologic stage of the tumor

**Path TNM N** – The pathologic stage of the regional lymph nodes

**Path TNM M** – The pathologic stage of metastatic sites

**Path TNM Stage Group** – The pathologic stage group

**Path TNM Staged By** – The person who staged the case

**Clin TNM T** – The clinical stage of the tumor

**Clin TNM N** – The clinical stage of the regional lymph nodes

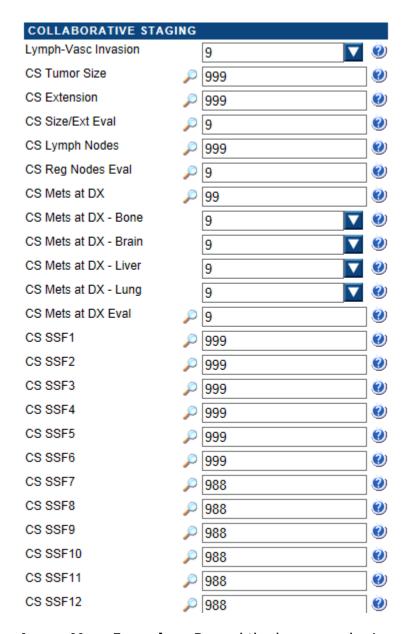
**Clin TNM M** – The clinical stage of metastatic sites

**Clin TNM Stage Group** – The clinical stage group

Clin TNM Staged By – The person who staged the case

**TNM Edition** - auto-populated field, don't change

**SEER Summ Stg 2000** – SEER Summary staging for this case (Use drop down box)



**Lymp-Vasc Invasion**: Record the lympvascular invasion as found on the pathology report for the primary tumor. Use drop down box for codes.

**CS Tumor Size**: The size of the primary tumor in mm.

**CS Extension**: Record the furthest direct extension of tumor spread. Use magnifying glass for codes and notes.

**CS Size/Ext Eval**: Record where you located the tumor size and extension for the primary tumor (was it from scans, clinical, or from surgery, pathologic)

**CS Lymph Nodes**: Record whether or not regional lymph nodes are involved. Use appropriate codes.

**CS LN Eval**: Record where you located the involvement or lack of involvement for the regional lymph nodes (was it from scans, clinical, or from surgery, pathologic)

**CS Mets at DX**: Record whether or not metastatic disease was found at the time of diagnosis

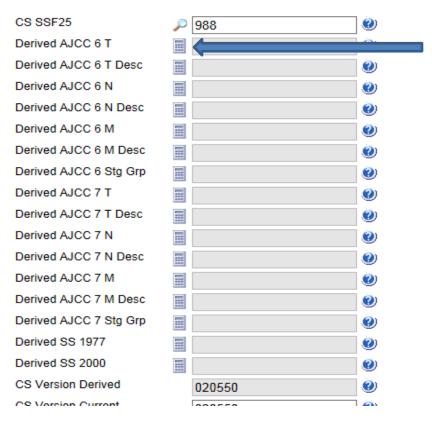
**CS Mets – Bone** – Refers to bone mets, use drop down box for codes

**CS Mets – Brain** – Refers to brain mets, use drop down box for codes

**CS Mets – Liver** – Refer to liver mets, use drop down box for codes

**CS Mets – Lung** – Refer to lung mets (not pleural mets), use drop down box for codes

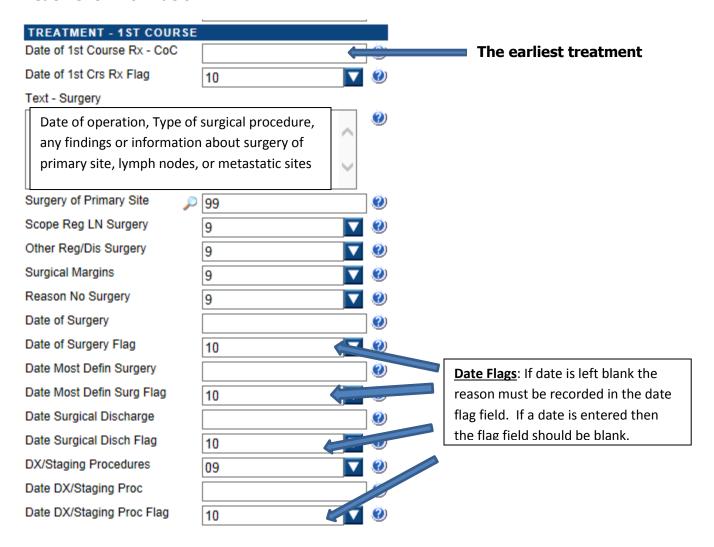
**CS SSF 1-25** – This varies by site, use magnifying glass for notes and codes



Click on the calculator button once you have completed the CS fields for 2015 and earlier cases; if you get an error make the correction and click the calculator button again; This will derive all the fields for CS

Once all data fields for CS are completed **click on the calculator icon** and it will derive the staging fields. If an error/edit comes up (it will not auto calculate, i.e. leaves blanks) fix the issue and hit the calculator icon again.

#### **Treatment Information**



This area records the treatment that the patient received either at your facility or another facility. Please record any known treatment that the patient received. The first section is on **Surgical Procedures**.

**Date of 1<sup>st</sup> Course RX**: Record the date on which treatment began at any facility. If the patient receives active surveillance or watchful waiting as part of first course treatment, then the date this decision was made is entered here (Treatment Status = 2). In case of non-treatment, either based on physician, patient, or family decision not to treat, then enter the date this decision was made (Treatment Status = 0). Enter dates YYYY/MM/DD.

**Surgery Primary Site**: Type of surgery performed to the primary site. Use the question mark to get a list of codes and notes.

**Scope Reg LN Surgery**: Record any procedure performed to regional lymph nodes in this area. If there is a biopsy, excision, or FNA performed to the regional lymph nodes record that information even if there is no surgery to the primary site. Use drop down box for codes.

**Other Reg/Dist Surgery**: Record surgery performed to regional organs and/or distant sites (metastatic sites) for the purpose of cancer treatment. Use drop down box.

**Surgical Margins**: Record whether or not margins are negative (no cancer in margins) or positive (cancer in margins). <u>Macroscopic</u>: seen by surgeon during operation, known that cancer was left behind. <u>Microscopic</u>: only seen by microscope during pathologic review of tissue.

**Reason No Surgery**: If there is no primary site surgery then record the reason here. Use drop down boxes for codes.

- **0** Surgery performed
- 1 Surgery was not planned
- 2 Surgery was not recommended due to patient co-morbidities/risk factors
- 5 Patient expired prior to surgery being performed
- **6** Surgery recommended, but not performed and no reason noted in patient record
- **7** Patient or patient's family refused surgery
- **8** Surgery recommended but unknown if it was performed. Follow-up recommended
- **9** Unknown if surgery recommended or performed

**Date of Surgery**: Record the date of the first surgery performed, even if it is biopsy of lymph node prior to primary site surgery.

**Date Most Definitive Surgery**: Record the date of the most definitive, or the operation that removed the majority of the primary site.

<u>Example</u>: A breast cancer patient undergoes a lumpectomy/excisional biopsy on 2/1/15 and then has a partial mastectomy on 3/1/15.

**Date Surgical Discharge**: Record the date the patient was discharged following the most definitive surgery.

**DX/Staging Procedure**: Code the incisional biopsy of the primary site or other sites that was used to diagnose and/or stage the case. Do **not** record FNA or other cytologic studies in this field. Use drop down box for codes.

These are the common codes:

- **00** Biopsy was not performed
- **01** A biopsy was done to a site other than the primary

- **02** A biopsy was performed to the **primary site**; for <u>lymphoma</u> cases a biopsy of a lymph node to stage lymphoma was performed
- **03** Surgical exploration **WITHOUT** biopsy or treatment
- **09** No information on diagnostic or staging procedure

**DX/Staging Procedure Date**: Record the date of the biopsy performed as coded in DX/Staging Procedure.

#### **Radiation Treatment** Text - Radiation (Beam) Date Radiation began and ended, site that received radiation, type of radiation, number of fractions, dosage. Text - Radiation Other Date Radiation began/ended. Brachytherapy information entered into this text field. Rad - Regional RX Modality 99 Rad - Regional Dose cGy 99999 Rad - Boost RX Modality 99 • Rad - Boost Dose cGv 99999 3 Rad - No of Treatments 999 0 Rad - Treatment Volume 99 Rad - Location of RX 9 Surgery/Rad Sequence 0 Reason No Rad 9 Date Rad Started **(** Date Rad Started Flag 10 Date Rad Ended Date Rad Ended Flag 10

The best source of information to complete radiation treatment will be found on the radiation oncologist's summary letter. Please complete the information to the best of your availability. Frequently radiation is delivered in two or more phases which can be summarized as "regional", which is usually the larger dose/field, and "boost", which is generally smaller dose.

**Regional RX Modality**: Record the type of radiation performed as part of the regional treatment. If IMRT or 3D conformal is mentioned code these as such.

<u>Example:</u> Patient received 15mv photons, using IMRT for prostate cancer.

Regional RX Modality: 31

**Regional RX Dose**: Record the dose as indicated by the radiation oncologist's summary letter which is usually in the form of cGy. <u>Do not include boost dosage</u> if one was given.

<u>Example</u>: A patient with Stage III prostate carcinoma received pelvic irradiation to 5,000cGy followed by boost to 7,000cGy. **Regional dose** coded as **05000**.

**Photon Treatment**: reported as cGe, record regional dose in cGy: 100xcGe. Example: photon treatment, 50cGe, administered. **Regional dose**: 05000

Brachytherapy/Radioisotopes: Code regional dose as 88888

No radiation administered: Code as 00000

Unknown if radiation administered: Code as 99999

**Boost RX Modality**: Record the type of radiation performed as part of the boost treatment. If IMRT or 3D conformal is mentioned code these as such.

**Boost RX Dose**: Record the dose as indicated by the radiation oncologist's summary letter which is usually in the form of cGy. <u>Do not include regional dose.</u>

<u>Example</u>: A patient with Stage III prostate carcinoma received pelvic irradiation to 5,000cGy followed by boost to 7,000cGy. **Boost dose** coded as **02000** [Total (7,000cGy) – Regional (5,000cGy) = Boost (2,000cGy)]

**Photon Treatment**: reported as cGe, record boost dose in cGy: 100xcGe.

Brachytherapy/Radioisotopes: Code regional dose as 88888

No radiation administered: Code as 00000

Unknown if radiation administered: Code as 99999

**Rad No of Treatments**: Total number of treatment sessions (fractions) administered during first course treatment. This is typically found in the radiation summary letter.

**000** – None

**001-998** – Actual number of treatment (fractions)

<u>Example</u>: Patient with breast carcinoma had radiation administered to chest wall and separately to ipsilateral supraclavicular region for a total of three treatment portals. Twenty-five fractions were given. Record **025** 

**999** - Unknown

**Rad Treatment Volume**: Identifies the anatomic target of the most clinically significant radiation therapy delivered to the patient. Typically this will be found on the radiation summary letter. If two volumes are targeted and one of those includes the primary site, record the treatment to the primary site. Use drop down box for codes.

**Rad Location RX**: Record the location/facility where the radiation was administered.

**Surgery/Rad Sequence**: Records the sequence of radiation and surgical procedures given as part of first course treatment. If patient received both radiation and any one (or more) of the following surgical procedures: Surgery Primary Site, Regional Lymph Node Surgery, or Surgery Other/Distant sites then **code this item 2-9** as appropriate. Use drop down box for codes.

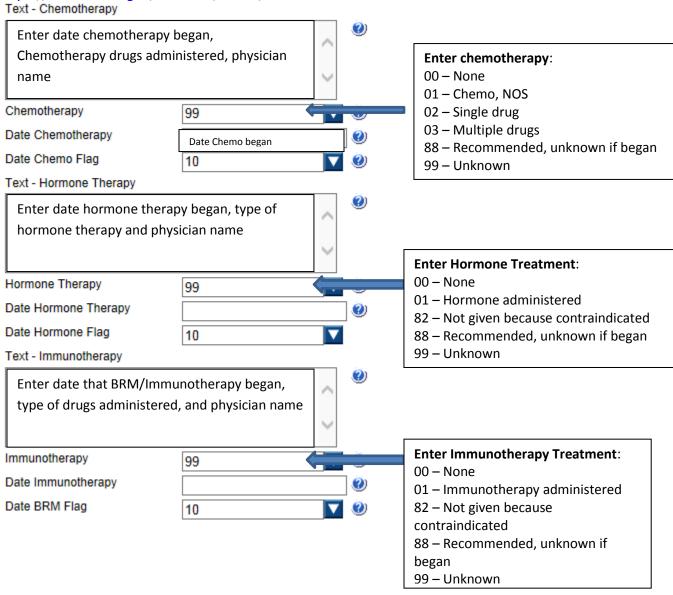
**Reason No Rad**: Records the reason no regional radiation therapy was administered. Use drop down box for codes.

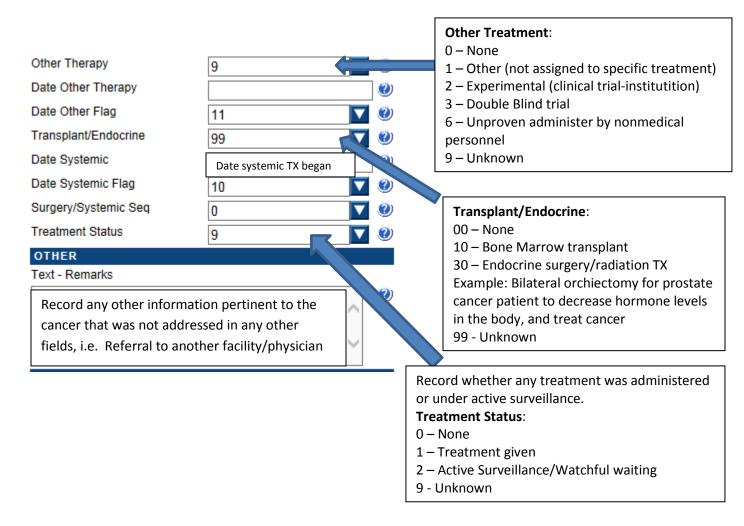
**Date Rad Started**: Enter the date radiation began

**Date Rad Ended**: Enter the date radiation ended

#### **Systemic Treatment**

If unsure that a drug is used to treat cancer or unknown type use SEER RX\* to help you, <a href="https://seer.cancer.gov/seertools/seerrx/">https://seer.cancer.gov/seertools/seerrx/</a>





\*\*\*Once you have completed the case click on **SAVE**. A message will appear letting you know if the case passed edits. Once edits are passed click on the **YES** button to release the case to ACCR.\*\*\*



### **Edit Over-Rides**

If you have an edit when you click the save button there may be a message asking you to over-ride the edit. If the information you entered is correct, and you are given the option you can over-ride that particular edit here in these fields. Please leave these blank if you have no over-ride edits or are unsure. Please contact someone at ACCR for assistance.

ORide Acsn/Class/Seq ORide Age/Site/Morph ORide Site/Type ORide Histology ORide HospSeq/DxConf ORide HospSeq/Site ORide III-Defined Site ORide Leuk/Lymphoma ORide Report Source ORide Site/Behavior ORide Site/Behavior ORide Site/Lat/EOD ORide Site/Lat/SeqNo ORide Site/Lat/SeqNo ORide Site/Type ORide Site/Type ORide Site/Type ORide Site/Type ORide Sy/NodesPos ORide Sy/TNM-M ORide SyryDxConf ORide CS 1 ORide CS 2 ORide CS 3 ORide CS 4 ORide CS 5	OVER-RIDES/CONVERSION/S	SYSTEM ADMIN.	
ORide Site/Type ORide Histology ORide HospSeq/DxConf ORide HospSeq/Site ORide III-Defined Site ORide Leuk/Lymphoma ORide Report Source ORide SeqNo/DxConf ORide Site/Behavior ORide Site/Behavior ORide Site/Lat/EOD ORide Site/Lat/Morph ORide Site/Lat/Morph ORide Site/Lat/SeqNo ORide Site/Lat/SeqNo ORide Site/Type ORide Site/Type ORide Site/Type ORide Sy/NodesPos ORide Sy/TNM-M ORide Surg/DxConf ORide CS 1 ORide CS 2 ORide CS 3 ORide CS 4	ORide Acsn/Class/Seq	▼	<b>②</b>
ORide Histology ORide HospSeq/DxConf ORide HospSeq/Site ORide III-Defined Site ORide Leuk/Lymphoma ORide Report Source ORide SeqNo/DxConf ORide Site/Behavior ORide Site/EOD/DX Date ORide Site/Lat/EOD ORide Site/Lat/Morph ORide Site/Lat/SeqNo ORide Site/Lat/SeqNo ORide Site/TNM Stg Grp ORide Site/Type ORide SS/NodesPos ORide SS/TNM-M ORide Surg/DxConf ORide CS 1 ORide CS 2 ORide CS 3 ORide CS 4	ORide Age/Site/Morph	▼	<b>?</b>
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ORide Site/Lat/Morph ORide Site/Lat/SeqNo ORide Site/TNM Stg Grp ORide Site/Type ORide SS/NodesPos ORide SS/TNM-M ORide SS/TNM-M ORide Surg/DxConf ORide CS 1 ORide CS 2 ORide CS 4	ORide Site/EOD/DX Date	▼	<b>②</b>
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ORide Site/TNM Stg Grp ORide Site/Type ORide SS/NodesPos ORide SS/TNM-M ORide SS/TNM-M ORide Surg/DxConf ORide CS 1 ORide CS 2 ORide CS 3 ORide CS 4	ORide Site/Lat/Morph	▼	<u>0</u>
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ORide SS/NodesPos  ORide SS/TNM-M  ORide SS/TNM-M  ORide Surg/DxConf  ORide CS 1  ORide CS 2  ORide CS 3  ORide CS 4	ORide Site/TNM Stg Grp	▼	<b>②</b>
ORide SS/TNM-M ORide SS/TNM-M ORide Surg/DxConf ORide CS 1 ORide CS 2 ORide CS 3 ORide CS 4	ORide Site/Type	▼	<b>②</b>
ORide SS/TNM-M ORide Surg/DxConf ORide CS 1 ORide CS 2 ORide CS 3 ORide CS 4	ORide SS/NodesPos	▼	<b>②</b>
ORide Surg/DxConf ORide CS 1 ORide CS 2 ORide CS 3 ORide CS 4	ORide SS/TNM-M	▼	<b>②</b>
ORide CS 1  ORide CS 2  ORide CS 3  ORide CS 4	ORide SS/TNM-M	▼	<b>②</b>
ORide CS 2 ORide CS 3 ORide CS 4	ORide Surg/DxConf	▼	<b>②</b>
ORide CS 3  ORide CS 4	ORide CS 1	▼	<b>②</b>
ORide CS 4	ORide CS 2	<u></u>	<b>②</b>
OB14-005	ORide CS 3	<u></u>	<b>②</b>
ORide CS 5	ORide CS 4	<u></u>	<b>②</b>
	ORide CS 5	▼	<u>(</u>